

REQUEST TO CLERK TO ISSUE SUMMONS (In An Adversary Proceeding)

This process shows the steps and screens required for you to file a Request To Clerk To Issue Summons in an adversary proceeding.

NOTE: Obtain the pre-trial hearing date/time/location information from the appropriate calendar clerk. The .pdf of your summons should have all information completed prior to filing your Request To Clerk To Issue Summons.

Step 1 - Click on the **Adversary** hyperlink on the blue CM/ECF Main Menu Bar.



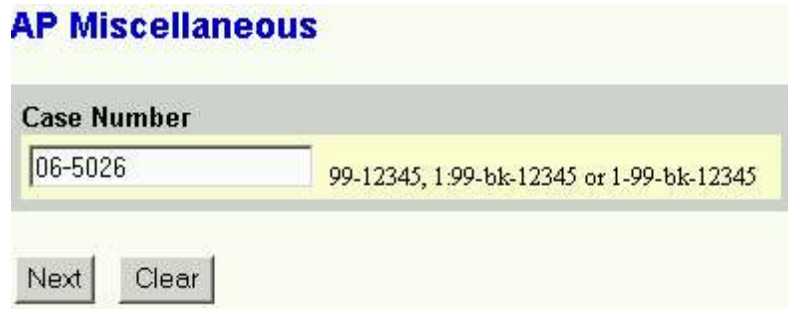
Step 2 - The ADVERSARY EVENTS screen displays.



Click on the **Other** hyperlink.

For further information on each of these categories, click the (Help) icon.

Step 3 - The CASE NUMBER screen displays.



AP Miscellaneous

Case Number

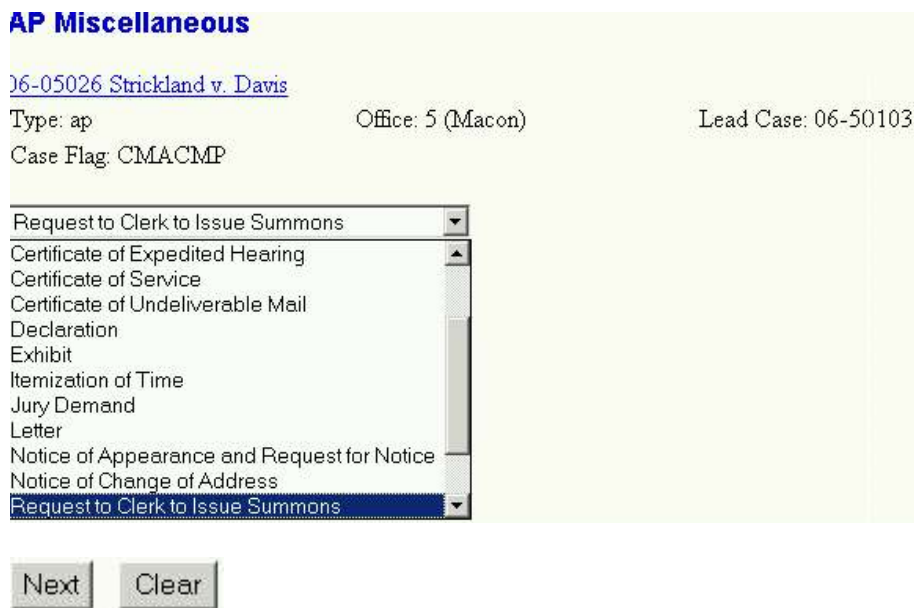
06-5026 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

Enter the appropriate adversary case number.

Click the [Next] button.

Step 4 - The EVENTS screen displays.



AP Miscellaneous

[06-05026 Strickland v. Davis](#)

Type: ap Office: 5 (Macon) Lead Case: 06-50103

Case Flag: CMACMP

Request to Clerk to Issue Summons
Certificate of Expedited Hearing
Certificate of Service
Certificate of Undeliverable Mail
Declaration
Exhibit
Itemization of Time
Jury Demand
Letter
Notice of Appearance and Request for Notice
Notice of Change of Address
Request to Clerk to Issue Summons

Next Clear

Select “Request to Clerk to Issue Summons” from the list of events.

Click the [Next] button.

NOTE: You can type the first letter: (R for Request) and the highlight bar will immediately select the first entry beginning with the letter R.

Step 5 - The SELECT PARTY screen displays.

[06-05026 Strickland v. Davis](#)
Type: ap Office: 5 (Macon) Lead Case: 06-50103
Case Flag: CMACMP

Select the Party:

Davis, Walter John [Defendant]	Add/Create New Party
Strickland, Lester Willis [Plaintiff]	

Select the party that you are representing from the list.

Click the [Next] button.

Step 6 - The PDF ATTACHMENT screen appears.

AP Miscellaneous:

[06-05026 Strickland v. Davis](#)
Type: ap Office: 5 (Macon) Lead Case: 06-50103
Case Flag: CMACMP

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Select the .pdf to associate with this event. Send .pdf of the front side of the summons form only. (Not certificate of service side) For more detailed information about pdf files, see separate instructions: [How to Convert Documents to PDF](#).

Step 7 - The next screen reminds you that all information on the summons form should be completed prior to filing the request to clerk to issue summons.

AP Miscellaneous:

[06-05026 Strickland v. Davis](#)

Type: ap

Office: 5 (Macon)

Lead Case: 06-50103

Case Flag: CMACMP

BEFORE DOCKETING THIS EVENT, COMPLETE SUMMONS WITH HEARING INFORMATION.

If you haven't done so already, contact the calendar clerk to obtain pre-trial hearing information. All information on the summons should be completed prior to filing this request to issue summons.

Click the [Next] button

Step 8 - The SUMMONS screen appears.

AP Miscellaneous:

[06-05026 Strickland v. Davis](#)

Type: ap

Office: 5 (Macon)

Lead Case: 06-50103

Case Flag: CMACMP

HOW MANY SUMMONS(ES) DO YOU REQUIRE?

In the field provided, indicate the number of summons you require that the Court issue.

Click [Next].

Step 9 - The VERIFICATION screen appears.

AP Miscellaneous:

[06-05026 Strickland v. Davis](#)

Type: ap

Office: 5 (Macon)

Lead Case: 06-50103

Case Flag: CMACMP

Next

Clear

Verify case number and case name.

Click the [Next] button.

Step 9 - The FINAL TEXT screen appears.

AP Miscellaneous:

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Type: ap

Office: 5 (Macon)

Lead Case: 06-50103

Case Flag: CMACMP

Docket Text: Final Text

Request to Clerk to Issue 2 Summons(es) filed by Plaintiff Lester Willis Strickland (Tanner, Teddy)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Verify text input. If incorrect, click the [Back] browser to go back to make corrections. You may click on any heading on the blue CM/ECF Main Menu Bar to start over.

If correct, click the [Next] button.

The Clerk's office will issue the summons and mail it to the plaintiff's attorney.

Upon receipt of issued summons, plaintiff's attorney will need to serve the summons and complaint to all defendants by US mail.

After the complaint and summons has been mailed, the attorney for plaintiff should file a certificate of service. To do so, click on the Adversary heading from the blue CM/ECF Main Menu bar, choose the Complaint/Summons Category and then select the "Summons Service Executed" event.